Attachment A1 – VOS Bulletin #04-03					
Settings					
Local Administrator Group					
Individual Activities Tab					
Privilege	**View**	**Full**	**State**	**Local**	**None**
Alternate Contacts		X			
Employment History		X			
Job Referral					X
Service Plan					X
Individual Assessment Tab					
Privilege	**View**	**Full**	**State**	**Local**	**None**
Basic Skills Assessment		X			
Objective Assessment					X
Other Assessment		X			
Work Keys					X
Case Assignment					
Privilege	**View**	**Full**	**State**	**Local**	**None**
Batch Individual Case Assignment		X			
Case Re-Assignment		X			
Case Temporary Assignment		X			
Employer Case Assignment					X
Individual Case Assignment		X			
Manage Groups				X	
Staff Group Assignment				X	
Case Notes Tab					
Privilege	**View**	**Full**	**State**	**Local**	**None**
Individual Case Notes				X	
Employer Case Management Tab					
Privilege	**View**	**Full**	**State**	**Local**	**None**
Case Notes					X
Employer Activities					X
Employer File Folders Tab					
Privilege	**View**	**Full**	**State**	**Local**	**None**
Corporate Profile Access					X
Recruitment Plan Access					X
Search History Access					X
Manage Employers Tab					
Privilege	**View**	**Full**	**State**	**Local**	**None**
Create an Employer Account					X
Employer System Access Rights					X
Work with an Employer					X

Individual File Folders Tab					
Privilege	**View**	**Full**	**State**	**Local**	**None**
Employment Plan Folder Access		X			
Personal File Folder Access		X			
Report Folder Access		X			
Search History Access		X			
Individual Fund Tracking Tab					
Privilege	**View**	**Full**	**State**	**Local**	**None**
Account Limits				X	
Fund Reallocation					X
Fund Redistribution					X
Manage Contracts					X
Manage Funds					X
Manage IFT Admin				X	
Manage Individual Limits				X	
Manage Providers				X	
Manage Tracking				X	
Manage Voucher Approval					X
Manage Individuals Tab					
Privilege	**View**	**Full**	**State**	**Local**	**None**
Assign Individual Cases to Staff Members		X			
Create an Individual Account		X			
Manage individual Services					X
Scheduled Services					X
View Case Load		X			
Work with Individuals		X			
Manage Job Orders Tab					
Privilege	**View**	**Full**	**State**	**Local**	**None**
Job Order Follow Up Referrals					X
Job Order Mass Referrals					X
Job Order Referral Results					X
Job Order Referrals requiring Staff Review					X
Job Order Verification					X
Job Order Vet Rep					X
Manage Appointments/Messages Tab					
Privilege	**View**	**Full**	**State**	**Local**	**None**
Appointments		X			
Correspondence					X
Messages		X			

Manage Profiling Tab					
Privilege	View	Full	State	Local	None
Profiling Non-Compliance / Waived					X
Profiling Orientation Letter					X
UI Data Maintenance					X
Staff Reports Tab					
Privilege	View	Full	State	Local	None
9002 Reports					X
Case Management, Case Load Reports		X			
Case Management, Management Reports		X			
Case Management, Predictive Reports		X			
Enrolled Individuals Reports		X			
Job Order Reports					X
Performance Reports		X			
Registered Employer Reports					X
Registered Individuals Reports		X			
Resume Reports					X
Services Provided Individuals Reports		X			
Services to Employer Reports					X
Survey Reports		X			
Tracking Reports		X			
WIA Annual Reports		X			
WIA Quarterly Reports		X			
Individual Programs Tab					
Privilege	View	Full	State	Local	None
Assessment		X			
Case Notes		X			
Common Intake				X	
Unemployment Services					X
Welfare-to-Work					X
Workforce Investment Act				X	
Youth Services					

Gray indicates this is not available in your system
Yellow indicates Labor Exchange
Purple indicates Employer Services
Green indicates Accessible fields for WIA related services/functions